
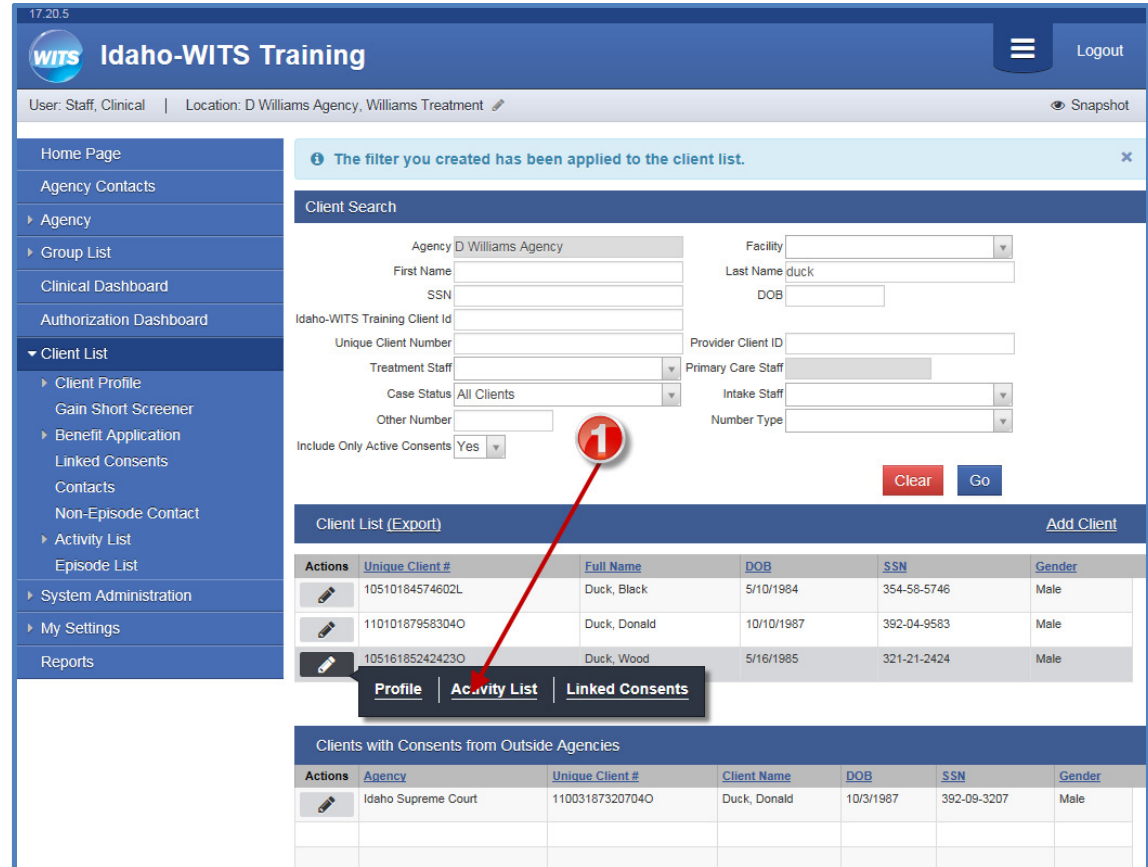


Discharge Guide per IDAPA for State Funded Clients

NOTE: IDHW & IDOC often require notification through Authorization Change Requests of a client discharging from your agency. Please go to the WITS Website www.wits.idaho.gov, under WITS User Guides, Authorization Change Requests, to review the overview and processes document that applies to the client's discharge situation.

NOTE: When a client drops out of service or has not shown, use the last known information about the clients situation when entering discharge information. Sometimes this information will be the same as the admission information.

1. **Getting here:** Login, select the Facility, select Client List on the Navigation Pane (left menu) to generate the Client Search Screen, find client, hover over the  and select Activity List.



17.20.5

Idaho-WITS Training Logout

User: Staff, Clinical | Location: D Williams Agency, Williams Treatment Snapshot

The filter you created has been applied to the client list.

Client Search

Agency: D Williams Agency Facility:

First Name: Last Name: duck

SSN: DOB:

Idaho-WITS Training Client Id: Provider Client ID:

Unique Client Number: Primary Care Staff:

Treatment Staff: Intake Staff:

Case Status: All Clients Number Type:

Other Number:

Include Only Active Consents: Yes

Clear Go

Client List (Export) Add Client

Actions	Unique Client #	Full Name	DOB	SSN	Gender
	10510184574602L	Duck, Black	5/10/1984	354-58-5746	Male
	11010187958304O	Duck, Donald	10/10/1987	392-04-9583	Male
	10516185242423O	Duck, Wood	5/16/1985	321-21-2424	Male

Profile Activity List Linked Consents

Clients with Consents from Outside Agencies

Actions	Agency	Unique Client #	Client Name	DOB	SSN	Gender
	Idaho Supreme Court	11003187320704O	Duck, Donald	10/3/1987	392-09-3207	Male

2. Click **Discharge** on the Navigation Pane.

User: Staff, Clinical | Location: D Williams Agency, Williams Treatment

Client: Duck, Wood | 105161852424230 | 1

Clear Client

Snapshot

Home Page

Agency Contacts

Agency

Group List

Clinical Dashboard

Authorization Dashboard

Client List

Client Profile

Gain Short Screener

Benefit Application

Linked Consents

Contacts

Non-Episode Contact

Activity List

Intake

Fee Determination

Wait List

Screening

Assessments

Diagnosis List

Admission

Program Enroll

Encounters

Notes

ASAM

Treatment

Continuing Care

Discharge

Recovery Plan

Recovery Plan Rvw

Client Activity List

Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	5/8/2015	5/11/2015	Completed
	Intake Transaction	5/8/2015	5/11/2015	Completed
	Client Program Enrollment (Adult GAIN-I Assessment)	5/8/2015	5/11/2015	Completed
	Fee Determination	5/8/2015	5/11/2015	Completed
	Encounter Summary	5/13/2015	5/11/2015	Completed
	Admission	5/26/2015	5/26/2015	Completed
	Diagnosis Summary	5/26/2015	5/26/2015	Not Applicable

3. Update **Date Discharged** (the date defaults to the end date of the last Program Enrollment) and the **Discharge Staff** if needed.

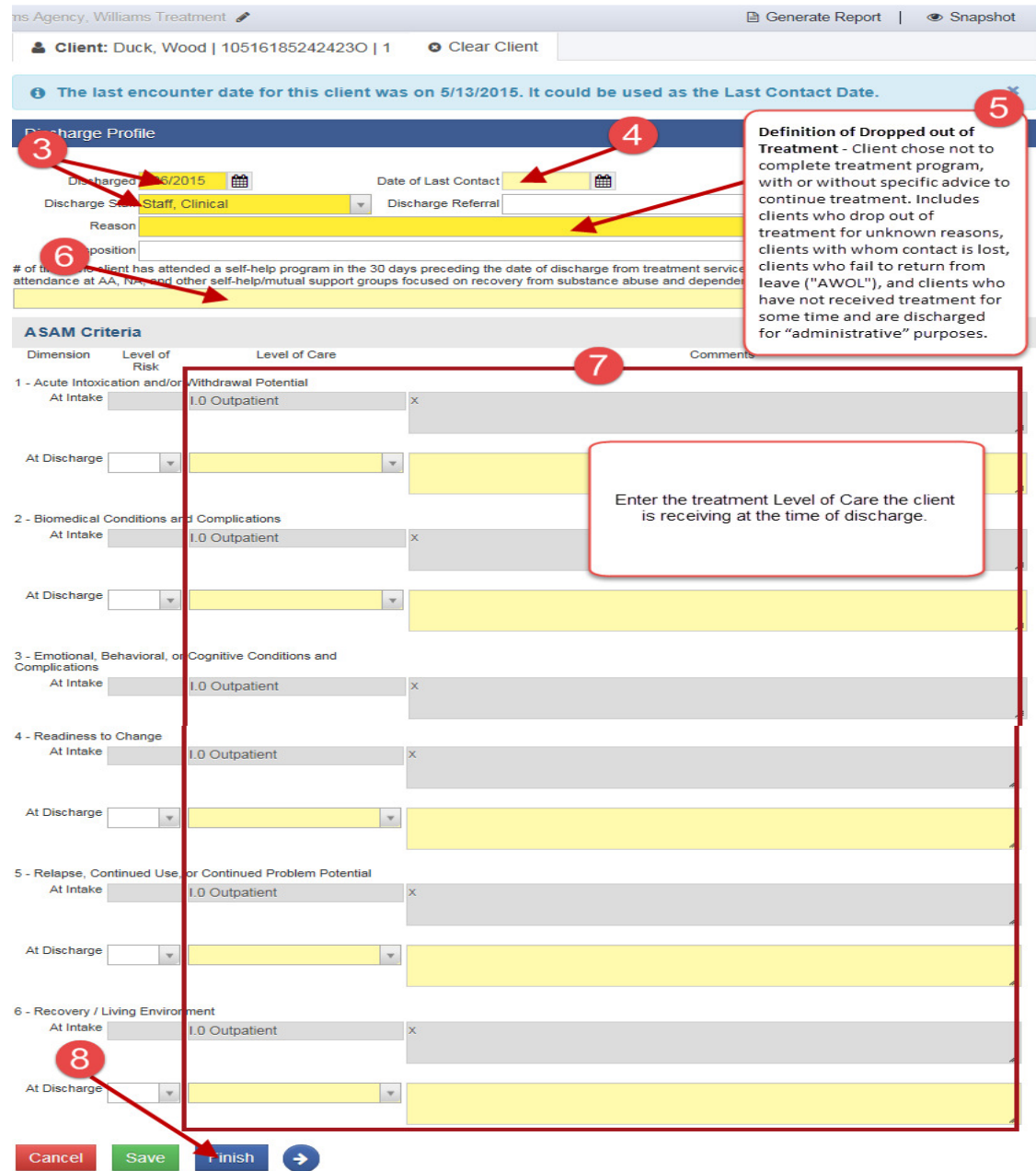
4. Complete the **Date of Last Contact**.

5. Select the **Reason** if necessary (the Reason defaults to the Disenrollment Type selected on the last Program Enrollment). *Dropped out of Treatment* definition: client chose not to complete treatment program, with or without specific advice to continue treatment. Includes clients who drop out of treatment for unknown reasons, clients with whom contact is lost, clients who fail to return from leave ("AWOL"), and clients who have not received treatment for some time and are discharged for "administrative" purposes.

6. Complete **# of times the client has attended a self-help program in the 30 days preceding the date of discharge from treatment services**.

7. Enter the **ASAM Level of Care** and **Comments** for each Dimension.

8. Click .



Client: Duck, Wood | 1051618524230 | 1 Clear Client

The last encounter date for this client was on 5/13/2015. It could be used as the Last Contact Date.

Discharge Profile

Discharged: 5/13/2015 Date of Last Contact: []

Discharge Staff: [] Discharge Referral: []

Reason: []

Position: []

of times the client has attended a self-help program in the 30 days preceding the date of discharge from treatment services: []

ASAM Criteria

Dimension	Level of Risk	Level of Care	Comments
1 - Acute Intoxication and/or Withdrawal Potential	At Intake: []	At Intake: []	
	At Discharge: []	At Discharge: []	
2 - Biomedical Conditions and Complications	At Intake: []	At Intake: []	
	At Discharge: []	At Discharge: []	
3 - Emotional, Behavioral, or Cognitive Conditions and Complications	At Intake: []	At Intake: []	
	At Discharge: []	At Discharge: []	
4 - Readiness to Change	At Intake: []	At Intake: []	
	At Discharge: []	At Discharge: []	
5 - Relapse, Continued Use, or Continued Problem Potential	At Intake: []	At Intake: []	
	At Discharge: []	At Discharge: []	
6 - Recovery / Living Environment	At Intake: []	At Intake: []	
	At Discharge: []	At Discharge: []	

Enter the treatment Level of Care the client is receiving at the time of discharge.

Cancel Save Finish

9. Update the **# of Arrests in 30 days before Discharge** if necessary.

10. Click .

11. Complete all **Status at Discharge fields**.
Employment Status –Only one selection is allowed. Labor force activities (such as working or looking for work) take precedence over non-labor force activities (such as student and homemaker). **Unemployed definition:** looking for work during the past 30 days or on layoff from a job. **Expected Payment Source:** select the payment source with the largest percentage.

12. Click .



ms Agency, Williams Treatment

Client: Duck, Wood | 105161852424230 | 1

Generate Report | Snapshot

Discharge

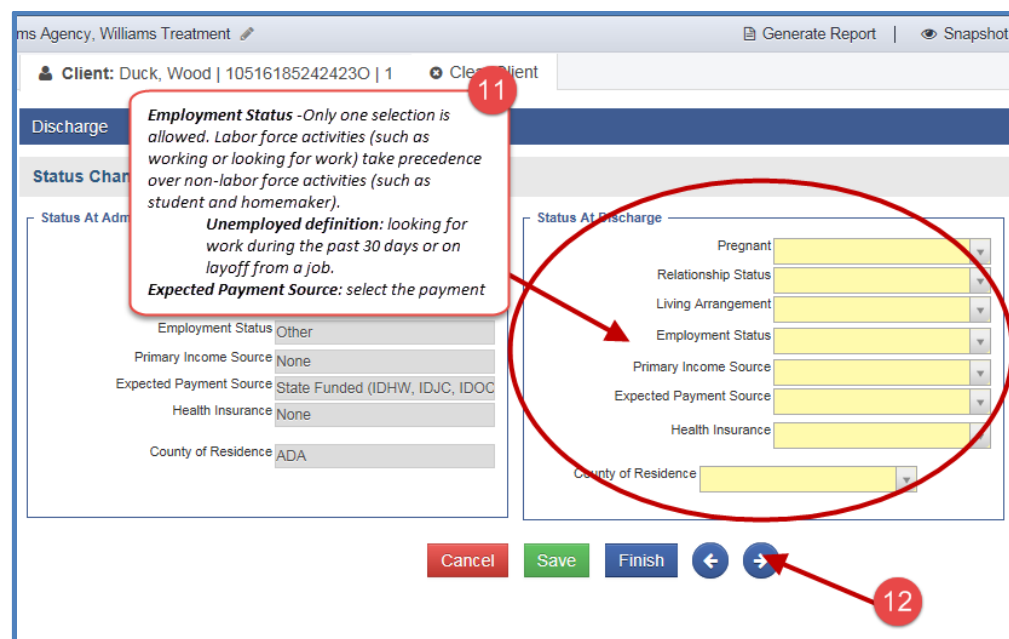
Legal History

Legal Status
 Adult - Own Guardian
 Child - Emancipated Minor
 Child - Under Parent/Guardian
 DJC Custody

Selected Legal Status

of Arrests in Lifetime
 # of Arrests in 30 days before discharge 0

Cancel Save Finish



ms Agency, Williams Treatment

Client: Duck, Wood | 105161852424230 | 1

Generate Report | Snapshot

Discharge

Status At Discharge

Employment Status - Only one selection is allowed. Labor force activities (such as working or looking for work) take precedence over non-labor force activities (such as student and homemaker).
 Unemployed definition: looking for work during the past 30 days or on layoff from a job.
 Expected Payment Source: select the payment

Employment Status Other
 Primary Income Source None
 Expected Payment Source State Funded (IDHW, IDJC, IDOC)
 Health Insurance None
 County of Residence ADA

Pregnant
 Relationship Status
 Living Arrangement
 Employment Status
 Primary Income Source
 Expected Payment Source
 Health Insurance
 County of Residence

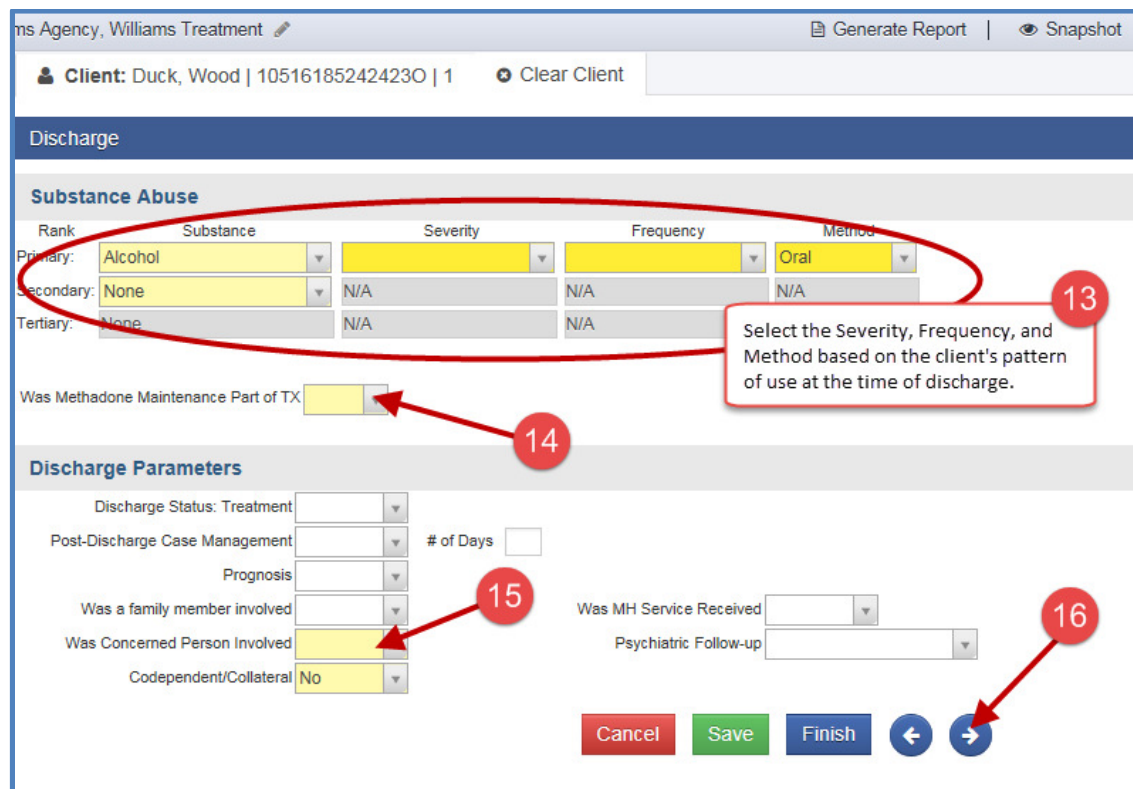
Cancel Save Finish

13. Update the **Substance**, **Severity**, **Frequency**, and **Method** for each substance. *The primary substance with the most severe rating may be different than the primary substance at Admission.*

14. Complete **Was Methadone Maintenance Part of TX.**

15. Complete **Was Concerned Person Involved.**

16. Click .



ms Agency, Williams Treatment | Generate Report | Snapshot

Client: Duck, Wood | 105161852424230 | 1 | Clear Client

Discharge

Substance Abuse

Rank	Substance	Severity	Frequency	Method
Primary:	Alcohol			Oral
Secondary:	None	N/A	N/A	N/A
Tertiary:	None	N/A	N/A	

Was Methadone Maintenance Part of TX: ☐

Discharge Parameters

Discharge Status: Treatment

Post-Discharge Case Management # of Days

Prognosis



Was a family member involved

Was Concerned Person Involved

Codependent/Collateral

Was MH Service Received

Psychiatric Follow-up

Cancel Save Finish  

Select the Severity, Frequency, and Method based on the client's pattern of use at the time of discharge.

17. Enter **Strengths, Abilities, Needs, and Preferences of Person Served**. Include a description of the client's status and progress at the time of discharge. The description should include: employment, living arrangements, motivation, stages of change for each substance identified as being treated, responsiveness to treatment modalities used, other treatment modalities used and responsiveness to them, abstinence, overall progress towards treatment goals, etc.

18. Enter **Recommendations** for referrals made on behalf of the client and any services that will continue after discharge.

19. Click Finish.

ms Agency, Williams Treatment | Generate Report | Snapshot

Client: Duck, Wood | 1051618524230 | 1 | Clear Client

Discharge

Treatment Summary

Presenting Problem (In Client's Own Words): needs help

Strengths, Abilities, Needs, and Preferences of Person Served - (17)

Enter a description of the client's status and progress at the time of discharge. The description should include: employment, living arrangements, motivation, stages of change for each substance identified as being treated, responsiveness to treatment modalities used, other treatment modalities used and responsiveness to them, abstinence, overall progress towards treatment goals, etc.

Program Enrollment

Program Name	Start Date	End Date	Facility	Notes
Adult GAIN-I Assessment	5/8/2015	5/26/2015	Williams Treatment	

Services Rendered

Service	# Sessions
Alcohol or Drug Assessment	

Recommendations (18)

Document any referrals made on behalf of the client and any services that will continue after discharge.

Cancel Save Finish (19) ←